



STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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SHARED SERVICES COMMISSION

MEETING MINUTES

June 17, 2008

MEMBERS PRESENT: Ann Harford, Dennis Milanovich, Dale Roberson and Joe Wehr

MEMBER ABSENT: Clayton Bannock

OTHERS PRESENT: Nicholas DiCorleto, Finance Officer; Matt Hendel and Anthony DeFelice, The Computer Company; Stephen Cullinan, Superintendent of Schools; Anthony Littizzio, BOE Director of Business Services

1. **CALL TO ORDER:**

Chairman Dennis Milanovich called the meeting to order at 7:35 pm at the Ellington Town Hall, 55 Main Street, Ellington, CT.

2. **CITIZENS FORUM:** No comments.

3. **APPROVAL OF MINUTES:** May 20, 2008

MOVED (HARFORD) SECONDED (WEHR) AND PASSED UNANIMOUSLY TO APPROVE THE SHARED SERVICES COMMISSION MEETING MINUTES OF MAY 20, 2008.

4. **DISCUSSION REGARDING SHARED SERVICES**

INFORMATION TECHNOLOGY:

Mr. DiCorleto stated that the Town's computer system is maintained and serviced by The Computer Company and he introduced their representatives, Matt Hendel and Anthony DeFelice. Mr. DiCorleto briefly reviewed the Town's information technology data, noting that he did not include locations of the computers, servers and DSL lines but that the information is available for review in his office. He also pointed out that the Library is not serviced by The Computer Company but the Town does provide remote access email to the Library.

Mr. Wehr asked if the \$125,000 included in the 2008-2009 budget for Computer Repairs/ Updates includes hardware. Mr. DiCorleto responded yes.

Mr. Milanovich stated that the Commission requested that the information technology data be submitted using the template they provided back in November 2007 as it would allow for easy comparison to what the Board of Education submitted. Mr. DiCorleto stated that it will be difficult to list the processes. He noted that he did include the expenditures in table format.

ACCOUNTING:

Mr. Milanovich asked Mr. DiCorleto when the Commission could expect the accounting data for his department. Mr. DiCorleto responded that he has not yet started compiling the information. Mr. Milanovich pointed out that only three pieces of information were required: the list of processes, the ADP expenses year to year and the estimate of weekly labor hours used by his two staff members on payroll related tasks. Mr. DiCorleto responded that he could not produce that information by the July meeting. Mr. Milanovich asked Mr. DiCorleto if he could predict when he could produce the data. Mr. DiCorleto stated that he could not commit to a date as he has some pending projects that take priority. Mr. Milanovich asked Mr. DiCorleto to email him, within one week, the anticipated date for submission and to use the response template provided by the Commission when he does submit the data.

5. ADJOURNMENT

MOTION (WEHR) SECONDED (HARFORD) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:53 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Marie Sauve".

Marie Sauve
Recording Secretary